

TransLink[®] Management Group

Minutes of Meeting on 3/23/09 at SFMTA

Attendees: Kathleen Kelly for Rick Fernandez, AC Transit; Gary LaBonte for Dorothy Dugger, BART; Celia Kupersmith, Golden Gate Bridge Highway and Transportation District (GGBHTD); Steve Heminger, MTC; Gigi Harrington for Mike Scanlon, SamTrans; Nathaniel Ford, San Francisco Municipal Transportation Agency (SFMTA); Ann Carey for Michael Burns, Santa Clara Valley Transportation Authority (VTA); and Jeanne Krieg, Tri Delta Transit. Also in attendance were Melanie Morgan, MTC Deputy General Counsel, for Robin Reitzes, Consortium Legal Counsel; and Jannet Thoms, Booz Allen Hamilton.

1. Roll Call

The meeting started at 2:00 PM. Roll was called. A quorum was confirmed.

2. Chairperson's Report

Nathaniel Ford of SFMTA reported on a meeting of the TransLink[®] Contract Working Group. Mr. Ford announced the new Chairs of the Design Review and Implementation Committee (DRAIC) and Finance Committee: Larry Kozimor of BART and Jennifer Mennucci of Golden Gate Transit, respectively, and thanked them for their work.

3. Minutes of TMG meeting of 12/1/2008

The minutes were approved unanimously, 7 – 0.

4. TransLink[®] Program Management Report

Scott Rodda of MTC distributed a project status report detailing TransLink[®] activities and progress and highlighted key points, including: BART deployment of TransLink[®] software to selected stations; completion of IIT for BART TOT's and HCR3's; start of IIT at BART faregates; testing of the new Data Store; replacement of on-board equipment on VTA buses; and the start of bus prototyping for SamTrans. Mr. Rodda highlighted slide 15 of the report regarding the new design for the Data Store and TDS Store.

Mr. Rodda asked if anyone wanted to give an agency update on the progress of TransLink[®] implementation and operations. Kathleen Kelly reported on her agency's intention to do away with paper products and go with TransLink[®] exclusively at the new temporary TransBay terminal. Carter Rohan of SFMTA reported that 5,000 cards were recently distributed at various outreach events, and that transactions had surpassed the 3,500 per weekday mark. One issue that had come up and that is currently being addressed has to do with voltage spikes on patron devices. Celia Kupersmith reported that Golden Gate Ferry is no longer accepting paper products, but only TransLink[®] and cash. She said that there is steady growth of TransLink[®] usage on buses and patrons are looking forward to transfer to other operators via TransLink[®].

5. Strategic Planning Committee Report

Jannet Thoms, TMG Consortium Support Project Manager, summarized the first meeting of the TransLink[®] Strategic Business Planning Workshop. The TMG will receive a written summary shortly. Some of the issues the group will look into on behalf of the Consortium include: alternative governance models; development of a two year work plan with guiding principles; and Mission and Vision Statements.

6. Request for Approval to Enter into Card Issuance Agreement

Mr. Kozimor, on behalf of DRAIC, presented a request to enter into partnership with Chase Bank to issue a debit/TransLink[®] card on a pilot basis. Mr. Rodda spoke about the differences in the current proposal versus the proposal that was brought to the TMG's attention in December, the two main points being that the current proposal involves a debit card and dual interface. Ann Carey of VTA asked for clarification of the authorization that was being requested of the TMG and expressed concern about limiting exposure if the Contractor doesn't deliver. Mr. Rodda replied that the TMG would authorize licensing of the TransLink[®] application to Chase Bank and the issuance of a no cost Change Order. Mr. Rodda said the agreement for both funding and development and manufacture of the combined debit/TransLink[®] card will be between Chase Bank and the Contractor and that different resource groups work on the Chase project as opposed to the TransLink[®] project. The item was approved unanimously, 8 – 0.

7. Request for Approval for Funding of TransLink[®] Card Procurement

Ms. Mennucci, on behalf of the Finance Committee, presented and requested TMG approval of the procurement of an additional 200,000 TransLink[®] cards. Ms. Carey asked about the supplier of the TransLink[®] cards. Ms. Mennucci said that MTC has already placed an order for cards through the TransLink[®] Contractor and the additional cards would be added to the existing order. Mr. Rodda said that the TransLink[®] Contractor supplies cards for the TransLink[®] system but does not actually manufacture the cards. He added that the Contractor has already selected the developer of the microchip, and the Contractor will go through an informal procurement process to select the card manufacturer. The item was approved unanimously, 8 – 0.

8. Rotation of TransLink[®] Management Group Meeting Locations

Mr. Ford noted that at some point, TMG meetings went from rotating among all the properties to occurring either at SFMTA and Oakland. He asked for input. Ms. Kupersmith said that she likes the arrangement, because it's simple. Ms. Carey said that she has no problem traveling for the meeting but said that a meeting earlier or later in the day would be easier. Mr. Ford will return to the next TMG meeting with a TMG meeting recommendation.

9. Public Comment/New Business

There was no public comment

10. Adjournment/Next Meeting

The meeting was adjourned at 2:40 PM. The next meeting date is to be determined.